

<b>DEPARTMENT:</b> Superior Court Adult Probation Juvenile Court Clerk of Superior Court	<b>DIVISION:</b> ALL
<b>RULE NAME:</b> Judicial Merit Rules <b>RULE:</b> Promotions, Transfers, Reassignments, Voluntary Grade Decreases <b>RULE NUMBER:</b> 9	<b>DATE ADOPTED:</b> March 1, 2002 <b>DATE AMENDED:</b> October 30, 2003 October 27, 2010 February 25, 2016 August 19, 2016

## **RULE 9**

### **PROMOTIONS, TRANSFERS, REASSIGNMENTS, VOLUNTARY GRADE DECREASES**

#### **9.01 Promotions**

All promotions in Court Departments will be filled by competitive examination. (Amended August 19, 2016).

#### **9.02 Transfer**

- A. All transfers will be filled by competitive examinations with the exception of lateral transfers to a Court Department position with the same job title or ostensibly the same job function (Adopted August 19, 2016)
- B. Court employees may transfer from one Court Department to another Court Department. Court employees may also transfer to a county department and county employees may transfer to a Court Department. Accrued leave balances will be transferred with the employee, but unused compensatory time will be paid to the employee by the transferring department at the time of the transfer, subject to Rule 15.05 (Amended October 30, 2003; Amended October 27, 2010; Amended February 25, 2016).
- C. If the Presiding Judge determines that part or all of the functions of one court department are to be transferred to another Court Department, the affected employees of the transferring Court Department will be accepted as transfers by the receiving Court Department at the same pay rate unless the receiving Court Department has no need for the particular position or positions. In the latter event, the rule concerning reduction in force will apply.
- D. Lateral transfers of an employee from a position in one Court Department to a position in another Court Department with the same job title or ostensibly the same job function will be approved by the Appointing Authorities of the respective Court Departments or the Presiding Judge. (Adopted August 19, 2016)

**9.03 Reassignment**

Employees may be reassigned from one position to another position in the same class under the same Appointing Authority at any time at the discretion of the Appointing Authority.

**9.04 Voluntary Grade Decrease (non-disciplinary)**

If an employee requests in writing to be assigned to a position of a lower pay grade and/or class, the Appointing Authority may make such Voluntary Grade Decrease. In such cases, the demotion will be deemed to have been made on a voluntary basis and there will be no right to appeal. The salary of a regular status employee who voluntarily accepts a grade decrease will be determined pursuant to the Yuma County Superior Court Judicial Compensation Policy and Procedures (Appendix B). Written requests for a voluntary decrease must be kept in the employee's personnel file maintained by the Appointing Authority. (Amended February 25, 2016)